

**DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT**

CONTRACT NO.: DCEB-2016-C-2011

CAPTION: Grants Management Software and Licenses (GIFTS)

PROPOSED CONTRACTOR: MicroEdge, LLC

PROGRAM AGENCY: Office of the Deputy Mayor for Planning and Economic Development (DMPED)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, and 1700 and 1701

2. MINIMUM NEED:

The Government of the District of Columbia, Office of the Deputy Mayor for Planning and Economic Development (DMPED) has a minimum need for a more efficient grants management software to support the Great Streets Initiative, New Communities Initiative, and additional grant operations. The period of performance is date of award through September 30, 2016 with four (4), 1-year option periods.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price of the base year is \$28,000.00.

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- A. DMPED currently utilizes the ZoomGrants system – administered by GrantAnalyst.com, LLC – to manage its grant operations. ZoomGrants is not user-friendly for both the grant applicant and grant reviewer. The upload of applicant documents have been of concern with many uploads requiring wait times in excess of 1 minute. The system allows for a user to upload a document in any number of file formats with no option to only select Adobe.pdf file submission, a secure and preferred format. The system also does not provide reporting or build-out capabilities, which are needed. Notably, the system can't customize application forms into multiple languages. Finally, ZoomGrants does not provide easy instructions on how to navigate the system on any user front – nor does it for sections of the general application.
- B. MicroEdge, Inc. is the sole provider of GIFTS Online, which has the ability to create grant applications and criteria, publicize grants, accept and review applications, notify applicants, make grants, track funds, and provide the ability to track the status of grants at any given time. GIFTS Online also has the ability to instantly determine if grantees meet grant criteria and to allow grantees the ability to check the status of their grant

applications and awards online – thereby increasing the productivity of the DMPED grant process along with our agency’s customer service around its many grant application processes.

The GIFTS software is the only grants management software available to meet DMPED’s current and future requirements due to the growing needs of the agency and its cluster agency demands. Its platform has a 60-plus year reputation with both state and local governments, corporations, and community foundations, and is known as the best in its field for grant application, review, and storage use. GIFTS Online is a total end-to-end, highly configurable grants management solution, which is scalable to meet our needs as DMPED and related grant programs continue to grow.

From an applicant user perspective, MicroEdge will provide an applicant the ability to have one vendor profile for use in multiple applications, allowing for pre-populated data to fill portions of an application while also putting certain edit steps at its user’s fingertips within its self-managed profile. It also has Customer Relationship Management (CRM) capability, and it boasts Review Connect – which allows DMPED to route workflows out of the system to internal and external stakeholder clients amid the grant review process.

Further, MicroEdge is the only system that allows internal users the ability to run reports using all fields and codes within the system. Its average service staffer has also served over 7 years with the company, which makes us confident that the wrap-around services we will need in the way of technical support amid the fast-paced grant cycles can be met. And, its system is the only that actively has built-in tools to facilitate measurement of grant impact – an indispensable tool to an agency that has grant-making authority to spurn economic development in the region through the use of taxpayer dollars.

- C. The Grants Management Program confirms that the GIFTS software is the only available grants management software sufficient to meet DMPED’s current and future requirements – to include full-scale application, review, reporting, and storage needs.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Brian T. Kenner, Deputy Mayor

6. CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are true and correct to the best of my knowledge. Further, I certify that the notice on intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Lindel Reid, CPPB
Senior Contract Specialist

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST
Director, Contracts, Procurement and Grants